

Committee: Finance and Administration
Date: 29 January 2009
Title: Lead Officer's report
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Agenda Item

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Item for information

Summary

This report updates Members on matters arising from the minutes that are not otherwise on this Agenda and other items of interest.

Recommendations

That the report is noted.

Background Papers

None

Situation/Update

Lease car scheme

The new scheme commenced 5 January 2009. Prices are currently being sought for a number of vehicles for lease car drivers who had been waiting for the start of the new scheme. Some initial teething troubles, mainly around establishing contacts, have been overcome and the scheme is progressing well.

Procurement Cards

An initial request for expressions of interest from providers has resulted in a positive response and meetings will shortly be held with potential suppliers.

Further details on procurement cards can be found at <http://www.purchasingcard.info/>

Historical Balances

Members will recall that during the audit of the 2007/08 accounts, three historical balances were identified that require resolution or writing off. Some progress has been made as set out below.

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- There is £144,000 debit balance relating to VAT, of which it has been identified that £130,000 was overpaid to HM Revenue & Customs in 2003. We have written to HMRC to ask for a refund; a reply is awaited. The remaining £14,000 cannot be identified and will be written off to the General Fund.
- A credit balance of £230,000 relating to NNDR in 2005/06 has been investigated. Accounting errors relating to bad debt write offs have been identified, together with historical arrears and prepayment balances. The balance will be credited to the Collection Fund in the 2008/09 accounts.
- Finally, there is a credit balance of £338,000 relating to Council Tax. This is still to be investigated. An update will be brought to this Committee in March.

Procedures are being put in place to ensure that control accounts are reconciled on a minimum quarterly basis so that historical discrepancies do not accrue and problems of this sort do not arise in future.